

United States Bankruptcy Court
Southern District of New York
POSITION VACANCY ANNOUNCEMENT- October 7 ,2002

POSITION TITLE: SENIOR FINANCIAL ADMINISTRATOR/ SUPERVISOR

LOCATION: ONE BOWLING GREEN, NEW YORK, NY 10004-1408

SALARY RANGE: CL 29 (\$54,768 - \$88,991) Depending on Qualifications

Duties and Responsibilities: The Senior Financial Administrator/Supervisor is responsible for safekeeping, depositing, accounting and reporting of monies received by the court. The incumbent develops and insures adherence to internal controls. Other responsibilities include supervision of financial assistant and authorizing payment of vouchers to panel trustees. Developing and maintaining a procedures manual for financial procedures in the court. Manages, develops and analyzes a variety of reports for the Clerk's Office, Administrative Office, and various outside agencies.

Minimum Qualifications: Completion of a bachelor's degree at an accredited college or university with a concentration in accounting, finance, business administration and/or public administration that includes or supplemented by at least 14 semester hours in accounting. In addition, applicants must possess at least three years of progressively responsible experience in administrative, supervisory, professional, or technical work which provided an opportunity to acquire knowledge of managerial principles, policies and procedures.

Educational Substitutions: Completion of one academic year of graduate study in an accredited university equates to one year of specialized experience. Completion of a masters degree or 2 years of graduate study (60 semester or 90 quarter hours) in an area closely related to this position equates to the two years of specialized experience.

Additional Experience: Work experience which has provided knowledge of bankruptcy court finances and operations is desired.

PLEASE FORWARD RESUME ALONG WITH COVER LETTER TO:

Kathleen Farrell, Clerk of Court
U.S. Bankruptcy Court, SDNY
One Bowling Green
New York, NY 10004-1408
Attn: Sharon Brown-Wilkinson
Personnel Specialist
or by E-mail to
humanresources@nysb.uscourts.gov

CLOSING DATE: Open Until Filled

APPLICANTS MUST BE CITIZEN OF THE UNITED STATES

THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER

UNITED STATES BANKRUPTCY COURT

POSITION DESCRIPTION

POSITION TITLE

Senior Financial Administrator/Supervisor

DEFINITION

The Senior Financial Administrator/Supervisor is responsible for safekeeping, depositing, accounting and reporting of monies received by the court. The incumbent develops and insures adherence to internal controls. Other responsibilities include supervision of financial assistant and authorizing payment of vouchers to panel trustees.

Representative Duties

The Senior Financial Administrator/Supervisor performs duties and responsibilities such as the following.

1. Manages and oversees day -to-day operations of accounting functions. Maintains and analyzes accounting records, consisting of a cash receipts journal, registry fund, and deposit fund as well as subsidiary ledgers for allotments and other fiscal records.
2. Develops and maintains a system to provide for appropriate investment of registry funds which requires a thorough knowledge of Court Registry Investment System.
3. Develops and maintains procedures manual for financial procedures in the court.
4. Manages, develops and analyzes a variety of reports for the Clerk's Offices, Administrative Office, and various outside agencies.
5. Develops and controls credit profiles for attorneys who checks returned to court unpaid for insufficient funds.
6. Develops and monitors financial daily operating procedures for intake clerks to audit guidelines.
7. Maintains cash link system with Treasury Department to reconcile deposits with court records.

8. Thoroughly researches affidavits for reimbursement of unclaimed funds submitted by individuals and funds locator firms to assure legal of unclaimed monies deposited in the Treasury Department.
9. Develops reporting requirements for electronic case filing system to meet audit guidelines.
10. Coordinates with U.S. Trustee's office and the Treasury Department to ensure adequate collateral is maintained to protect funds deposited in local banks.
11. Supervises Financial Specialist.

Job Evaluation Factors

Factor 1, Job Requirements

Thorough knowledge of accounting practices, policies and procedures. Thorough knowledge of automated accounting systems. Good analytical skills required to evaluate financial operations. Develops recommendations for improvement to systems. Develops procedures and trains Intake Clerks and other non-financial staff on financial processes. Thorough knowledge of laws and regulations relating to appropriateness of payment. Thorough knowledge of court operations and functions. Ability to communicate effectively both orally and in writing.

Factor 2, Scope and Effect of Work

The work impacts on the efficiency, timeliness, legality and integrity of the clerk's office financial operations. Failure to follow correct accounting procedures or careless errors could lead to financial liability for the Clerk, financial losses to the government and possible liability for the local court. The incumbent's work reflects on the efficiency of the court in such areas as the timely payment of funds to Panel Trustee's Office, funds locators and individual claimants of unclaimed funds and the local Bankruptcy Bar. The incumbent in conjunction with the Director of Information and Technology develops a system to provide audit trails for all electronic systems including the Electronic Case Filing System.

Factor 3, Complexity

Financial operations are governed by set of intricate rules and regulations. In addition the accounting field changes constantly. It is difficult to maintain accurate records for a variety of accounts. Incumbent frequently encounters problems due to incomplete data. Timeliness of reports and sound alternatives must be developed to coincide with concurrent reporting required by the Administrative Office and the U.S. Treasury. The data must be reported with little disruption of daily financial operations. Quick and accurate analysis of financial data and sound judgement are essential and for the most part incumbent must rely on personal knowledge and abilities.

Factor 4, Work Parameters

Incumbent receives general guidance concerning overall objectives. Written guidelines include regulations and procedures established by the Administrative Office and the U.S. Treasury. The incumbent is responsible for evaluating and establishing guidelines at the local level. The incumbent has wide latitude in

performance of the job as long as the accounting principals established by the Administrative Office and the U.S. Treasury are followed. The Clerk of Court relies heavily on the specific accounting knowledge of the incumbent when making decisions regarding the financial operations of the court. Incumbent is responsible for keeping Clerk informed regarding any accounting problems since ultimate responsibility for financial operations lies with the Clerk.

Factor 5, Personal Interactions

Within the clerk's office the incumbent has contact with judges , court managers, and other employees to insure sound financial operations of the clerk's office.

Outside of the court unit, the incumbent has contact with individuals from the Administrative Office , other federal agencies, U.S. Trustees, panel trustees, and local and national bank personnel to provide information, payment of funds for fees owed or reimbursement of unclaimed funds and security of funds.

Factor 6, Environmental Demands

Incumbent works in an office setting. Duties require periodic travel to divisional offices to review financial material.